



Spill Prevention, Preparedness, and Response Program

COLUMBIA RIVER FIELD OFFICE

811 SW Sixth Ave., Eighth Floor ♦ Portland OR 97204
Office: (503) 229-6103 ♦ Fax: (503) 229-6954

PUGET SOUND FIELD OFFICE

1011 SW Klickitat Way, Suite 211 ♦ Seattle, WA 98134
Office: (206) 389-2431 ♦ Fax: (206) 587-5196

NOTIFICATION DRILL CHECKLIST

Vessel Name:		Date:	
IMO Number:		Time Drill Commenced:	
Vessel Type:		Time Drill Completed:	
Location:		Notification Method:	
Inspector:		On-Board Interviewee:	
		Drill Result:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Field Document Accessibility:

	Score	Comments
Field document not onboard.	1 <input type="checkbox"/>	
Field document aboard, but not readily accessible.	2 <input type="checkbox"/>	
Field document aboard and readily accessible.	3 <input type="checkbox"/>	
Field document aboard and posted in a readily accessible location.	4 <input type="checkbox"/>	
Over and above previous.	5 <input type="checkbox"/>	

On-Board Notifications:

	Score	Comments
Field document not onboard.	1 <input type="checkbox"/>	
Field document aboard, but not understood.	2 <input type="checkbox"/>	
Field document aboard and understood and there was no confusion over who to notify.	3 <input type="checkbox"/>	
Field document was aboard and the crew knew immediately who to notify.	4 <input type="checkbox"/>	
Over and above previous.	5 <input type="checkbox"/>	

Notification by Company (if applicable):

Company Name:	Phone:
---------------	--------

	Score	Comments
Company representative did not have a copy of contingency plan or field document.	1 <input type="checkbox"/>	
Company representative had a copy of plan, but did not understand his or her responsibilities.	2 <input type="checkbox"/>	
Company representative had a copy of plan and understood responsibilities.	3 <input type="checkbox"/>	
Company representative had a copy of plan and was trained in performing his/her responsibilities.	4 <input type="checkbox"/>	
Over and above previous.	5 <input type="checkbox"/>	

Proper Notification:

	Score	Comments
Notifications were not made within 30 minutes.	1 <input type="checkbox"/>	
Some, but not all of the notifications were made.	2 <input type="checkbox"/>	
All of the proper notifications were made.	3 <input type="checkbox"/>	
All of the proper notifications were made expeditiously.	4 <input type="checkbox"/>	
Over and above previous.	5 <input type="checkbox"/>	

Minimum Notifications:

	Time	Duty Person's Name
1. National Response Center (NRC): 800-424-8802 or 202-267-2675.		
2. Washington Emergency Management Department (WEMD): 800-258-5990 or 253-912-4904, AND Oregon Emergency Management (OEM) for vessels on Columbia River: 800-452-0311 or 503-378-6377.		
3. Primary Response Contractor or Umbrella Plan Organization Name:		